



ADVERTISEMENT INFORMATION ONLY

Solicitation Type and Name: Request for Competitive Sealed Proposals – Citywide Security Officer Services
Solicitation Number: 6100012520, RFCSP 20-047

Description: The Information Technology Services Department is seeking a contractor to provide security officer services at 52 designated City buildings, facilities, grounds and right-of-way's to provide for the safety and well-being of employees and visitors. It is estimated that the City will utilize these services for approximately 274,000 hours annually for services that include emergency response, access control, technology control station monitoring, mobile/foot patrol and other related security services.

Applicable Product Categories: 99046 – Guard and Security Services

Evaluation Committee

Craig Hopkins, Chief Information Officer, Information Technology Services Department
Patsy Boozer, Chief Information Security Officer, Information Technology Services Department
Francisco Garcia, Facilities Manager, San Antonio Police Department
Aurora Perkins, Parking Administrator, Center City Development & Operations
Jorge Manzano, Development Services Administrator, Development Services Department

Date Issued: May 1, 2020

Due Date & Time: Wednesday, July 1, 2020, 2:00 p.m. Central Time

Pre-Submittal Conference: A Pre-Submittal Conference will be held at 10:00 a.m. Central Time, on May 20, 2020. The Pre-Submittal Conference for this solicitation will be held via WebEx only. Attendance at the Pre-Submittal Conference is optional, but highly encouraged.

Pre-Submittal Conference Dial-In Information:

Conference Bridge: Toll Free Dial-In Number: 1-855-850-2672

Meeting number: 992 878 564

Pursuant to Section 008 Submission of Proposals – Restriction on Communications, Respondents are prohibited from communicating with: 1) City officials, as defined by §2-62 of the City Code of the City of San Antonio, regarding the RFCSP or proposals, from the time the RFCSP has been released until the contract is posted for consideration as a Commission agenda item; and 2) City employees from the time the RFCSP has been released until the contract is awarded.

Exceptions to the Restrictions on Communications:

Respondents may submit written questions concerning this RFCSP to the Staff Contact Person listed below until 2:00 p.m., Local Time, on June 3, 2020. Questions received after the stated deadline will not be answered. All questions shall be sent by e-mail.

Kristen McAvoy, Procurement Specialist III
City of San Antonio, Finance Department – Purchasing Division
kristen.mcavoy@sanantonio.gov

Questions submitted and the City's responses will be posted with this solicitation.

To view this solicitation, go to the SAePS portal; <https://supplierservice.sanantonio.gov/iri/portal>. If you have not completed the City's SAePS Vendor Registration, you must do so in order to view the solicitation and submit a response. Once you have logged on to the SAePS portal, click on "My Bids" (first), if not viewable then click "Other Bids" (to view all already published competitive bids).

TO REGISTER: You will need to complete the vendor registration by accessing the SAePS Vendor Registration at <http://www.sanantonio.gov/purchasing/SAePS.aspx>. Questions regarding registration may be submitted to the SAePS Hotline at (210) 207-0118 or by email at vendors@sanantonio.gov with "SAePS Portal" on the subject line so this can be expedited.